

## CHAPTER 17

### LEGAL ASSISTANCE

#### REFERENCES

1. AR 27-3, Legal Services: The Army Legal Assistance Program, 10 September 1995.
2. AFI 51-504, Legal Assistance, Notary, and Preventive Law Programs, 1 May 1996.
3. JAGINST 5801.2, Navy-Marine Corps Legal Assistance Program, 11 April 1997.

#### INTRODUCTION.

Winning in wartime depends in large part on the efficiency of each soldier in combat. A soldier's combat efficiency can be affected by legal problems left behind at deployment. One objective of the Army Legal Assistance Program is to enhance combat efficiency by assisting the soldier with their legal issues. The Deployment Guide, JA 272, outlines a program that enables judge advocates to tailor their legal assistance program to meet the needs of soldiers and their families both before and during deployments.

Given the nature of legal assistance, this chapter cannot summarize all laws and identify all resources. However, it does provide material that will help a Legal Assistance Office (LAO) prepare for pre-deployment and deployment operations. Refer to AR 27-3, Legal Services: The Army Legal Assistance Program (10 Sep 95), JAGCNET, and JA 272, Deployment Guide, for policy guidance, sample SOPs, and letters.

#### THE LEGAL ASSISTANCE MISSION.

From an operational standpoint, the legal assistance mission must ensure that the soldiers' personal legal affairs are in order prior to deployment, and then, in the deployment location, to meet the soldiers' legal assistance needs as quickly and efficiently as possible. Accomplishing this mission is one of the judge advocate's most important functions. Personal legal difficulties may not only reduce combat efficiency, but can also result in problems requiring disciplinary action.

Given this situation, performing legal assistance functions during peacetime exercises is crucial, as the legal problems soldiers encounter on exercises are often the same as those which arise during combat. Prior to deployment, both the soldier and the soldier's family must be prepared for the deployment. For the soldier, this preparation is an ongoing effort that should begin upon his arrival at the unit and end only upon transfer. The SJA office must make an aggressive and continuous effort to ensure soldiers' legal affairs are reviewed and updated.

#### I. **SOLDIER READINESS PROGRAM (PREPARATION FOR EXERCISES, DEPLOYMENT, AND MOBILIZATION).**

- A. **Prior Planning Prevents Poor Performance!** SJA offices must ensure that their LAO has an SRP & Mobilization SOP, that the LAO coordinates the SOP fully with other staff elements in advance, and that all parts of the SJA Office are trained and ready to support SRP processing when needed.
- B. Introduction.
  1. The Army Legal Assistance Program (ALAP), AR 27-3, provides a number of client and preventive law services. No distinction is made between the type of legal assistance service provided to a client seeking help with a personal legal problem and service to a deploying soldier.
  2. Legal Assistance is provided by Active Army (AA) and Reserve Component (RC) judge advocates and civilian attorneys in a variety of settings, to include:

- a. During combat readiness exercises such as an emergency deployment readiness exercise (EDRE), ARNG readiness for mobilization exercise (REMOBE), or mobilization deployment readiness exercise (MODRE);
  - b. During a RC Premobilization Legal Preparation (PLP);
  - c. During Soldier Readiness Program (SRP) processing; and
  - d. During a demobilization briefing.
- C. A soldier readiness program (peacetime) is established by and operated under AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing) and Change 2, eff. 1 April 1997.
1. DA Form 5123-1-R (Personnel In-processing Record) is used to determine the readiness status of the soldier (AR 600-8-101, page 43).
  2. The Soldier Readiness Processing Team (SRPT) from the installation and community staff agencies:
    - a. Accomplishes the “unit and individual annual” and “30 days prior to actual deployment” soldier readiness checks, under general leadership of the G1/AG (Chief, Military Personnel Division); and
    - b. Includes a representative from the legal office (as well as personnel, medical, dental, provost marshal, finance, security, logistics, and operations).
  3. Reserve Component Regional Support Command and State Area Command (National Guard) Judge Advocates will plan and execute Premobilization Legal Preparation (PLP) for units under their command, utilizing organic legal assets, LSO and MSO attorneys. Such PLP will be conducted based on the tiered readiness level of command units, as well as any potential activation of particular units for peacekeeping duties.
  4. There are five (5) levels of requirements to prepare soldiers for basic movement through deployment and wartime movement (AR 600-8-101, Chapter 4). Each level requires different legal preparation.
    - a. Level 1 - Basic movement soldier readiness processing requirements. No specific legal review requirements; however, SGLI forms will be reviewed or revised, and soldiers requiring them will have satisfactory Family Care Plans (DA Form 5304-R) on file; otherwise, they are non-deployable (AR 600-20, para 5-5k(3)).
    - b. Level 2 - Wartime movement stopper soldier readiness processing requirements. Prior to deployment, soldiers must have received a Geneva Conventions briefing some time in their current enlistment/career. (see Chapter 2 for an example of LOW training)

Note: At Levels 1 and 2, signature of the person in charge of the individual SRPT station is required, signifying all requirements are met, before the soldier is cleared for movement.

    - c. Level 3 - Other soldier readiness processing requirements.
      - (1) Each soldier pending civil felony charges will be provided assistance and may not move as a result of these charges.
      - (2) Time and resources permitting, wills and powers of attorney will be provided to each soldier.
      - (3) Soldiers will be counseled on insurance and other civil matters.

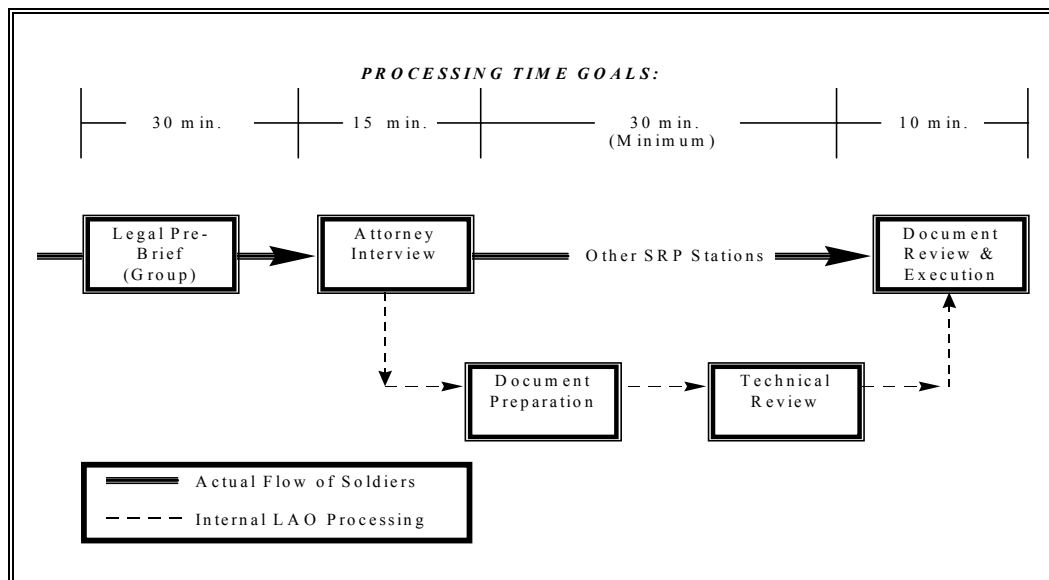
- d. Level 4 - Deployment area/mission unique soldier readiness processing requirements. Each soldier will be briefed on the applicable local laws.
  - e. Level 5 - Peacetime PCS/transition soldier readiness processing requirements. Assistance will be provided soldiers pending civil and military charges, which may result in the soldier not complying with PCS orders.
- D. Unit and individual movement (peacetime).
- 1. Unit movement policy.
    - a. Contingency operations.
      - (1) Prior to actual soldier or unit movement in support of combat or contingency operations, commanders will physically review on-site, within 30 days of departure, processing requirements in Levels 1 through 4. Levels 1 and 2 are mandatory compliance levels while 3 and 4 may be waived by a general officer in command (AR 600-8-101, para 5-2a).
      - (2) The Soldier Readiness Processing Team (SRPT) will assist commanders.
    - b. Administrative movement.
      - (1) Prior to actual movement during peacetime, commanders will review processing requirements at Level 1.
      - (2) SRPT will assist commanders.
  - 2. Conducting unit movement soldier readiness check:
    - a. Chief, SRPT coordinates with Bn S1 on schedule, location and roster of personnel to be checked.
    - b. Chief, SRPT provides list of non-deployable and reason(s) for this status to Bn S1 for corrective action, with copy furnished to G1/AG and G3 operations.
    - c. AR 600-8-101, Table 5-1, provides steps and work centers for unit movement soldier readiness checks.

STEPS	WORK CENTER	REQUIRED ACTION
1	BN S1	Issue soldier DA Form 5123-1-R
2	SOLDIER	Process at personnel station
3	SOLDIER	Process at medical station
4	SOLDIER	Process at dental station
5	SOLDIER	Process at finance station
6	SOLDIER	Process at legal station
7	SOLDIER	Process at security clearance station
8	SOLDIER	Process at Bn S3
9	SOLDIER	Return completed DD Form 5123-1-R to Bn S1
10	BN S1	Verify completeness of forms
11	BN S1	Inform unit commander and Bn S3 of unit processing status and specific deficiencies by soldier
12	BN S1	File form for future reference

TABLE 1: UNIT MOVEMENT SOLDIER READINESS CHECKS

(Reproduced from Table 5-1, AR 600-8-101)

The next chart details a suggested SRP site layout and a suggested flow of processing within the SJA sections. These proposed layouts allow judge advocate assets to prepare legal documents while soldiers process through other SRP stations. This reduces soldier waiting time for legal products and is more efficient. The model also allows attorneys to counsel soldiers regarding documents they will see at the personnel station, like SGLI elections and Family Care Plans.



## II. THE RESERVES.

### A. Mobilization Processing Program.

- Involves home station and mobilization station processing requirements to integrate individuals and units into the active force administratively.
  - Involves expansion of the peacetime in- and out-processing (IOPR) activity as a sub-work unit of the installation mobilization and deployment center (MADC).
  - Involves installation task force operations, if partial or higher state of mobilization has been declared.
1. Mobilization is the process by which the Armed Forces or a part thereof are expanded and brought to a state of readiness for war or other national emergency.
    - a. Includes calling all or part of the Reserve Components to active duty and assembling and organizing personnel supplies and material.
    - b. The call of Reserve Component units to active duty may include a number of different types of mobilization that effect the length of their active duty and their potential legal assistance problems. See the chapter on The Reserves and Mobilization for more details.
  2. There are 5 phases of federalizing/mobilizing RC units:
    - a. Phase I - Preparatory. Concerns RC units at home station during peacetime. The units plan, train, and prepare to accomplish assigned mobilization missions.
    - b. Phase II - Alert. Begins when RC units receive notice of pending order to active duty and ends when units enter active Federal service.
    - c. Phase III - Mobilization at Home Station (HS). Begins units' entry onto active Federal duty and ends when units depart for their mobilization stations (MS) or ports of embarkation (POE).
    - d. Phase IV - Movement to Mobilization Stations. Begins with units departing from HS, by most expeditious and practical means available, and ends when units arrive at MS or POE.
    - e. Phase V - Operational Readiness Improvement. Begins when units arrive at their MS and ends when they are declared operationally ready for deployment.
    - f. Many Reserve units are mobilizing at home station and going directly to the POE, without going to a MS. Organic Reserve Component Judge Advocate sections, Legal Support Organizations (LSOs) and Mobilization Support Organizations (MSOs), will provide legal assistance.
  3. Concept of Mobilization Processing is the same as SRP – “Both active and Reserve Component units must keep personnel records and actions current and accurate to ensure not only the availability of personnel, but also to reduce processing time at home stations and installations.” AR 600-8-101, para. 6-4. The following are major workload generators at mobilization processing and must be kept up to date routinely (AR 600-8-101, para. 6-10h.):
    - a. DD Form 93
    - b. SGLI Election
    - c. DD Form 2A (ID Card)
    - d. ID Tags
    - e. Immunizations
    - f. HIV Testing not posted to medical record

- g. Eyeglasses and mask inserts
  - h. Panographic X-ray at Central Storage
  - i. Requirements for Wills
  - j. Dental Readiness
4. CONUS Replacement Centers (CRC).
    - a. The CRC Replacement Battalion (USAR) on pre-designated Army installations executes operations. CRC units normally ordered to duty under Presidential Selected Reserve Call-up.
    - b. CRC mission is, among other things, to verify completion of SRP (Soldier Readiness Processing). While the CRC is capable of full SRP service, the volume of personnel processing through a CRC may require the SJA to direct reduced legal support per AR 27-3, para. 3-6b(2)(b) (“Needs” based triage of estate planning clients).
  5. Soldier Readiness Processing Requirements.
    - a. Levels I and II SRP requirements (see above) are mandatory. Deficiencies will be remedied on the spot during processing or follow-up referrals made.
    - b. SGLV 8286 (SGLI) and needed Wills are SRP requirements which are major workload generators at both home station and mobilization station.
  6. Mobilization Packet (AR 600-8-101, para. 6-11) must contain:
    - a. DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces), if applicable.
    - b. DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).
    - c. TD Form IRS W4 (Employee’s Withholding Allowance Certificate).
    - d. Marriage certificate with raised certification seal.
    - e. Birth certificates of family members.
    - f. DA Form 3955 (Change of Address and Directory Card).
    - g. DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel).
    - h. Blank VA Form 29-8286 (Servicemen’s Group Life Insurance Election).
    - i. Family Care Plan if required.
  7. AR 600-8-101, chapter 6, details the mobilization process. Paragraph 6-43 provides rules for mobilization processing at the legal station:
    - a. All soldiers will process through this station.
    - b. AR 600-8-101, chapter 4, details SRP requirements.

- c. If resources permit, Wills and powers of attorney may be made. See AR 27-3, para 3-6b(2)(b).
- d. Copies of Wills and Powers of Attorney will be filed in the soldier carried mobilization packet. The original and one copy will be given to soldier. LAAs should encourage soldiers to leave wills with the personal representative or other responsible individual. Soldiers should give or mail powers of attorney to the designated attorney.
- e. AR 600-8-101, Table 6-17, provides steps and work centers for Mobilization Processing at the Legal Station.

Step	Work Center	Required Action
1	IOPR ACTIVITY	Verify Geneva Convention Briefing
2	IOPR ACTIVITY	Determine soldier's requirement for a Will
3	IOPR ACTIVITY	Provide powers of attorney services
4	IOPR ACTIVITY	Verify pending military charges
5	IOPR ACTIVITY	Verify pending civilian charges
6	IOPR ACTIVITY	Process application for Soldiers' and Sailors' Civil Relief Act if required

TABLE 2: MOBILIZATION PROCESSING AT THE LEGAL STATION  
(Reproduced from Table 6-17, AR 600-8-101)

### III. LEGAL ASSISTANCE PREPARATION FOR READINESS EXERCISES AND DEPLOYMENT.

- A. Legal Assistance offices should be aggressive in sponsoring preventive law programs to educate soldiers and their families before deployment occurs. Topics covered should include:
  - 1. Who is eligible for legal assistance services.
  - 2. SGLI designations (Note: Soldiers may **no longer** use the "By Law" designation.)
  - 3. Wills for both spouses.
  - 4. Powers of Attorney.
  - 5. Consumer law issues.
  - 6. Reemployment rights issues (Reserve Component only).
- B. Typically readiness exercises and rapid deployments will be conducted on no-notice or short-notice basis.
  - 1. The Chief, Legal Assistance should plan for deployments and contingency missions by:
    - a. Designating teams of attorneys and clerks to staff exercise and deployment sites.
    - b. Establishing an SOP (Standard Operating Procedure) for legal administration both on-site and at the legal assistance office during the exercise or deployment.
    - c. During an exercise, judge advocates should attempt to replicate wartime or real-world deployment services. If soldiers require legal services, the SJA should deploy sufficient resources to meet the needs of the supported units. If soldier needs exceed the capability of available resources, the exercise will

not be delayed. Judge advocates should identify units or individuals with outstanding, unmet, legal needs and plan to address those needs upon the return of the unit or end of the exercise.

d. Additional Planning considerations:

- (1) Designate time and place for legal team to meet for the exercise or deployment.
- (2) Establish who remains at the legal assistance office as back-up support for the exercise/deployment legal team.
- (3) Reschedule office hours of operation as necessary.
- (4) Ensure close coordination with unit commanders for sufficient logistical support and full soldier participation.
- (5) Ensure all needed supplies, forms and equipment are available at the site.
- (6) Get adequate feed-back after the exercise from the legal team.
- (7) Plan to include Reserve Component Judge Advocate LSOs and MSOs and Garrison Support Unit (GSU) Legal Sections in SRP rotations.

2. During exercises and deployments, judge advocates should be prepared to render the following services:

a. Will and Power of Attorney preparation.

- (1) Wills will not be prepared using preprinted fill-in-the-blank wills.
- (2) Will executions will be supervised by an attorney.
- (3) Attempt to use non-deploying personnel as witnesses for wills. Self proving wills do not eliminate the need to locate and produce witnesses, particularly if the will is contested at probate.

b. Provide guidance concerning soldiers pending civil and criminal proceedings.

- (1) Requests for stays of civil proceedings should be made via letter from the soldier's commanding officer - requests for stays by legal assistance attorneys may be considered appearances and work to the detriment of the soldier (See: JA 260, The Soldiers' and Sailors' Civil Relief Act Guide (Apr 98)).
- (2) Attorneys may request postponements of criminal proceedings, but such stays are not governed by the SSCRA.

c. During deployment, the legal assistance office should continue briefing family members as needed. Reserve Component commands' legal sections will support their family members as needed.

d. After deployment, the legal assistance office should follow-up on legal assistance matters not resolved prior to deployment.

#### **IV. FAMILY CARE PLANS (AR 600-20, PARA 5-5, 15 JUL 99).**

- A. Mission, readiness, and deployability needs especially affect Active Army (AA) and Reserve Component (RC) single parents and dual military couples with dependent family members.

- B. AR 600-20, para 5-5, requires those soldiers to implement a Family Care Plan to provide for the care of their family members when military duties prevent the soldier from doing so.
  - 1. Plans must be made to ensure dependent family members are properly and adequately cared for when the soldier is deployed, on TDY, or otherwise not available due to military requirements.
  - 2. RC soldiers are subject to these policies and regulations. They are required to maintain valid Family Care Plans to ensure their availability for active duty during a mobilization (see AR 600-20, para 5-5h, which includes IRR, IMA, Standby Reserve, Cat I and II retirees, and Inactive NG personnel).
- C. All married soldiers who have dependent family members are encouraged, even if not required by the regulation, to complete and maintain a Family Care Plan.
- D. Family Care Plan Responsibility.
  - 1. Commanders have responsibility for ensuring soldiers complete the Family Care Plan.
    - a. The unit commander may designate an authorized representative to conduct Family Care Plan counseling using DA Form 5304-R (Family Care Counseling Checklist) and to initial and sign the form on behalf of the commander (AR 600-20, para 5-5g(1)).
    - b. The unit commander is the sole approval authority for DA Form 5305-R (Family Care Plan). This responsibility will not be delegated (AR 600-20, para 5-5g(2)).
  - 2. Affected soldiers are considered non-deployable until a Family Care Plan is validated and approved (AR 600-20, para 5-5k(3)).
- E. In conjunction with Family Care Plan counseling, commanders will encourage, but not require, soldiers to consult legal assistance attorneys for Will preparation.
- F. JA 272, Legal Assistance Deployment Guide provides more information concerning Family Care Plans.

## **V. LEGAL ASSISTANCE SUPPORT PRIOR TO AND DURING DEPLOYMENT.**

- A. Preparation.
  - 1. The term “mobilization” refers broadly to the preparation of both AA and RC units for deployment overseas or other distant movements.
  - 2. Effective legal support of the mobilization of AA and RC units depends on the following five factors:
    - a. Familiarity with the general legal support needed during mobilization, so that SJA offices are organized and have prioritized functions to provide such support;
    - b. Knowledge of the requirements in each substantive area of the law so that all legal personnel are properly trained, and proper references and forms are available;
    - c. Opportunities to participate in Corps/Division exercises to test the deployment plans and the training provided;
    - d. Effective utilization of RC legal personnel wherever feasible; and
    - e. Establishment of good working relationships with key personnel within the Corps and Division.

## B. MOBILIZATION AND MOVE OUT

1. Legal assistance considerations that may arise and considerations that should be addressed from the point of the alert, or notification of deployment, up to the time of actual deployment.
  - a. Establish sites to process deploying personnel rapidly. It may be necessary to draw upon other cross-trained attorneys in the office to assist in this effort.
  - b. Are there sufficient forms to handle last-minute legal assistance problems at departure site?
  - c. Spot-check deploying soldiers to ensure basic legal assistance needs have been met.
  - d. Notify judge advocates remaining at the installation of follow up legal assistance requirements.
  - e. If reservists will augment the SJA office, leave guidance.
  - f. Organize and initiate legal assistance briefings for dependents.
2. Equipment / Resources: Determine what will be available in theater; what supported unit will provide; what appropriated or contingency funds will be available; and voltage used in theater (120 or 220).

## C. In the Theater of Operations.

1. Legal Assistance in Theater. The nature of combat causes Legal Assistance services to become more pronounced and take on significant immediate importance to the client, the command, and the servicing attorney. The provision of legal assistance during combat deployments may occur anywhere within the theater. As soon as possible, do the following:
  - a. Establish communications links with the Rear;
  - b. Establish courier/fax service to home station;
  - c. Identify means and modes of transportation to and from remote locations;
  - d. Anticipate problems arising with Casualty Assistance.
2. Casualty Assistance.
  - a. In addition to legal assistance problems arising at the deployment location, casualties may occur, both on deployment and at home station. If so, the SJA elements, both on the exercise and with the rear detachment, must assist the next of kin of the soldier, the command, and the Survivor Assistance Officer (SAO). Among the many issues that attend the death of a soldier are reporting the casualty, notifying the next of kin, appointing an SAO and providing legal advice to that officer, disposition of the remains, including a possible autopsy, advising the next of kin concerning their legal rights and benefits, appointing a summary court officer, and conducting a line of duty investigation. Pre-deployment preparation is essential.
  - b. Familiarity with DA Pam 608-33 (Casualty Assistance Handbook) and AR 600-8-1 (Army Casualty Operations/Assistance/Insurance) is essential.
  - c. Judge advocates will also become involved in helping next of kin of soldiers missing in action or taken prisoner. DoD 7000.14-R, Part 4 (40304), DoD Pay Entitlements Manual (1 Jan 93), permits the Secretary of the Department concerned to initiate or increase an allotment on behalf of family members if circumstances so warrant.

- d. Prior to deployment, soldiers should be encouraged to review closely their DD Form 93 (Record of Emergency Data) which designates beneficiaries of pay and allowances.
- D. Legal Resources Needed: See Checklists at the end of this chapter for a comprehensive list, but major items include, Library Book Reader (CD containing ARs), Up-to-date electronic research tools; DL Wills/Quickscribe, JAGC Personnel Directory, and Martindale Hubbell CD (or Martindale Hubbell Law Digest on LEXIS).
- E. General Legal Assistance Considerations.
  - 1. In the area of deployment, the Legal Assistance section should:
    - a. Respond to inquiries from soldiers in country.
    - b. Establish liaison with communication, transportation, and aviation elements for contact and courier service with judge advocates in the rear echelon (the installation from which the deployment took place).
    - c. Establish liaison with U.S. Consulate at deployment location for overseas marriage and adoption coordination; in addition to emergency leave procedures.
  - 2. At the home installation, the Legal Assistance section should:
    - a. Follow up on legal assistance cases referred by deployed LAOs.
    - b. Coordinate with communication, transportation, and aviation elements on the installation to ensure contact and courier service with deployed LAOs.
    - c. Extend legal assistance office hours, as necessary, to handle legal assistance problems of working dependents.
    - d. Continue legal assistance briefings for family members. Notice of these meetings should be mailed to the individual, using previously obtained mailing addresses and be disseminated by post newspaper and local television and radio media.
    - e. Coordinate with local banks and financial institutions to expect a higher usage of powers of attorney.
    - f. Coordinate with local courts concerning the failure of deployed members to appear.
    - g. Be prepared to brief and assist survivor assistance officers.

## **VI. DEATH ON ACTIVE DUTY / SURVIVOR BENEFITS**

- A. Judge Advocates are often asked for advice concerning survivor benefits in situations when a soldier is facing imminent death. Advice may be sought from the command of a soldier or from the family of the soldier. The crucial issue is whether the soldier should die on active duty or medically retire. Generally, the important consideration is a maximization of benefits for the survivors. The Judge Advocate must consider a number of factors before advising the client (command or family members).
- B. Careful consideration of applicable survivor benefits is a significant part of the analytical process. Factors favoring medical retirement are the availability of the Survivor Benefit Plan (SBP), availability of Service Disabled Veteran's Life Insurance (SDVI, \$20,000), and higher medical retirement pay for soldiers retirement eligible due to longevity. Factors favoring continued active duty are family risks for extensive medical costs, eligibility for the death gratuity (not payable if death occurs more than 120 days after retirement), and additional burial expenses.

- C. The Judge Advocate must do more than merely add numbers and determine the current available benefits. The benefits available to surviving family members vary depending on the specific situation. There is no option that is correct for every situation. For many situations, medical retirement is the advisable option because of the availability of the SBP and SDVI. However, the longer the soldier is expected to survive before death the more difficult the decision. The essential component for processing an imminent death case is having the treating physician, the Physical Evaluation Board Liaison Officer (PEBLO), and the Medical Treatment Facility (MTF) coordinate with the U.S. Army Physical Disability Agency before death is announced.

## CHECKLISTS

***Table 3: Sample Ready Box***

<b><i>Item</i></b>	<b><i>Quantity</i></b>	<b><i>✓</i></b>
Lap top computer/printer	2	
DL Wills		
Quickscribe		
CIS		
Manual Typewriter/ribbons/correction tape	2	
Client Interview Cards (DA Form 2465, Jul 92)	100	
Electrical extension cords	3	
Will Cover Letters	200	
Envelopes, 4" x 9 1/2" (DA)	50	
Envelopes, 4" x 9 1/2" (plain)	50	
Markers, red	10	
Masking tape, rolls	2	
Scotch Tape, rolls	5	
Paper, Printer (Ream)	2	
Paper, tablets	4	
Pens, boxes	5	
DA Form 4944-R (Jul 92) Report on Legal Assist. Services	10	
Powers of Attorney (10 U.S.C. § 1044a Notary)		
General	200	
Blanks	50	
Special Forms & Clauses (Check Cashing, Medical, Guardianship, Use of Car, etc.)	50 ea.	
Regulations & References ( <i>See</i> Table 20-4)		
Seals (authority of 10 U.S.C. § 1044a)*	2	
Signs (Legal Assistance)	2	
Staple removers	4	
Stapler w/extra staples	4	
Will Guides	3	
Will Interview Worksheets	100	

Simple Will Forms	100	
Routine Form Letters ( <i>See</i> Table 19-6).	100 ea.	

\* 10 U.S.C. § 1044a only requires the signature of an authorized military notary as evidence of the notarization. Though no seal is required, it does help to ensure acceptance of military-prepared legal documents by organizations and persons outside the military.

***Table 4: Deployment Legal Assistance Official References***

<b><i>Regulation</i></b>	<b><i>Title</i></b>	<b>✓</b>
AR 27-3	The Army Legal Assistance Program (10 Sep 95)	
AR 27-55	Notarial Services (10 Apr 97)	
AR 600-8-101	Personnel Processing (In- and Out- and Mobilization Processing) (26 Feb 93)	
AR 600-15	Indebtedness of Military Personnel (14 Mar 86); DoD Dir. 1344.9 (Indebtedness of Military Personnel (Oct 1994)	
AR 608-99	Family Support, Child Custody, and Paternity (1 Nov 94)	
DA PAM 608-33	Casualty Assistance Handbook (17 Nov 87)	
DA PAM 608-4	A Guide for the Survivors of Deceased Army Members (23 Feb 89)	
Martindale-Hubbell	Law Digests and Selected International Conventions (most recent edition).	

**Table 5: TJAGSA Publications on the JAGCNet & CD ROM**

<b>Publication #</b>	<b>Title</b>	<b>✓</b>
JA 260	Soldiers' & Sailors' Civil Relief Act	
JA 261	Real Property Guide	
JA 262	Wills Guide	
JA 263	Family Law Guide	
JA 265	Consumer Law Guide	
JA 267	Legal Assistance Office Directory	
JA 271	Legal Assistance Office Administration Guide	
JA 272	Legal Assistance Deployment Guide	
JA 274	Uniformed Services Former Spouses' Protection Act Guide	
JA 276	Preventive Law Series	

**Table 6: Form Letters**

<b>Letter</b>	<b>✓</b>
Letter to creditor requesting extension of payment date because of deployment.	
Letter to landlord/mortgagor requesting extension because of deployment.	
Letter: Soldiers' and Sailors' Civil Relief Act ( <u>e.g.</u> , request for stay of proceedings; request for interest rate reduction to 6%).	
IRS Forms requesting extension of filing deadline or local JAG office form letter requesting extension because of deployment.	
Form letters to state or municipal tax authorities requesting extension because of deployment.	

**Legal Assistance Resources:** See the Legal Assistance Database on JAGCNet for resources and links to resources.